

**SHELTON SCHOOL DISTRICT No. 309**  
**Mason County, Washington**  
**September 1, 1992 Through August 31, 1993**

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**Schedule Of Findings**

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1. Staff Mix Factors Should Be Adequately Documented And Accurately Reported

Our audit of the Legislative Evaluation and Accountability Program (LEAP) placement for certificated personnel disclosed inadequate documentation to support experience claimed. Specifically, 18 years of experience claimed for one teacher was not supported by employer verifications.

Staff mix factors are an integral part of the state funding formula for school districts. The factors are based upon each teacher's educational training and professional experience as of October 1 of each year. All certificated personnel are assigned the appropriate staff mix factor from the LEAP table. Both the table and guidelines for placement upon the table are set forth in Chapter 392-121 *Washington Administrative Code* (WAC).

For determining placement on the LEAP table, WAC 392-121-280 states in part:

School districts shall have documentation on file and available for review which substantiates each certificated employee's placement on the state-wide salary allocation schedule and on LEAP Document 1 . . .

(3) Districts shall document years of experience that are eligible for application on the state-wide salary allocation schedule and on LEAP Document 1. Documentation for years of experience shall be on letters or any other document that provides evidence of employment including dates of employment.

The district did not have effective procedures to ensure that staff mix factors were adequately documented and accurately reported.

Without employment verifications we could not determine if there is a financial effect on either the district or the individual teacher as a result of the problem noted above.

We recommend district officials review certificated staff files for adequate documentation and accuracy in LEAP placement and reporting, in compliance with the provisions of Chapter 392-121 WAC.

We also recommend district officials make necessary corrections and inform the Superintendent of Public Instruction (SPI) of the results of their review.

We further recommend that the SPI make any necessary adjustments to the district's apportionment that may result from corrections to the district's staff mix data.